



Organizational Inspection Program

**(OIP)
(BN's and Subordinate Version)
Safety Program Checklist**





PURPOSE

- o **OIP Checklist Familiarization**
- o **Prepare Unit Safety Officials for OIP**

Inspection

- o **Entertain Questions Before Inspection**

Day

- o **KEEP YOU OUT OF THE HOT SEAT**

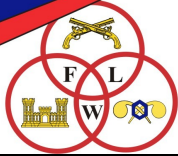




Governing Regulations

- o AR 1-201/FLW REG 1-201 - Army Inspection Policy**
- o AR 385-10 - Army Safety Program**
- o AR 385-40 - Accident Reporting and Records**
- o AR 385-55 - Prevention of Vehicle Accidents**
- o DA PAM 385-1 - Small Unit Safety Officer/NCO Guide**
- o FM 100-14 - Risk management**
- o FLW Reg. 385-3 - Hazardous Communications Standard**
- o FLW Reg. 385-4 - Soldier Movement on Foot**
- o FLW Reg. 385-5 - Risk Management Program**





Areas of Inspection

- o **Program Administration**
- o **Risk Management**
- o **Accident Prevention and Reporting**
- o **Inspections**
- o **Vehicle Operations**
- o **Personnel Protective Equipment and Occupational Health**
- o **Hazardous Communications**
- o **Bloodborne Pathogens**
- o **Lockout/Tagout**





Program Administration

(Applies to all units)

1. CRITICAL: Is the unit safety officer/NCO appointed on orders?

AR 385-10, Para 2-1 f (1)

f. Appoint additional duty safety personnel to perform required safety and accident prevention functions in troop/industrial/administrative units not staffed with full-time safety personnel. In troop units, this includes company level or equivalent organizational component. These unit safety personnel will-

(1) Be appointed in writing on orders.

Verification: Compare individual's rank on appointment orders to requirement.





2. Is the unit safety officer of the proper rank?

AR 385-10, Para 2-1 f (2) and (3)

f. Appoint additional duty safety personnel to perform required safety and accident prevention functions in troop/industrial/administrative units not staffed with full-time safety personnel. In troop units, this includes company level or equivalent organizational component. These unit safety personnel will-

(2) Be a commissioned officer at battalion and higher unit levels.

(3) Be in the rank of staff sergeant or higher at company level.

Verification: Compare individual's on appointment orders to requirements.





3. Does the unit safety officer have more than one year retainability in the unit?

AR 385-10, Para 2-1 f (5).

f. Appoint additional duty safety personnel to perform required safety and accident prevention functions in troop/industrial/administrative units not staffed with full-time safety personnel. In troop units, this includes company level or equivalent organizational component. These unit safety personnel will -

(5) Have 1 year or more retainability in the unit upon duty appointment.

Verification: Check with S-1 for dates soldiers are scheduled to leave.





4. Is a copy of the next lower command's safety officer or NCO orders on file?

FLW Reg 385-6, Para 1-5 k (1).

k. Safety Officers/NCOs (military and civilian).

(1) Appoint all Safety Officers/NCOs in writing down to and including detachment level (division level for directorates) to assist the commander.

Verification: Appointment Orders.





5. CRITICAL: Has the unit safety officer/NCO attended a Safety Officer/NCO course?

FLW 385-6, Para 4-2: Safety Officer/Noncommissioned Officer (NCO). All Unit

Safety Officers/NCOs will attend the Safety Officer Course - 16 hours within 60 days of their appointment. This course will familiarize them with the Army Safety Program and the local safety policies so that they can conduct effective safety inspections.

Verification: Certificate of completion of course.





6. CRITICAL: Does the unit safety officer/NCO report directly to the commander on safety matters?

FLW 385-10, Para 2-1 f (7).

f. Appoint additional duty safety personnel to perform required safety and accident prevention functions in troop/industrial/administrative units not staffed with full-time safety personnel. In troop units, this includes company level or equivalent organizational component. These unit safety personnel will-

(7) Report directly to the commander on safety-related matters.

Verification: Interview with commander and safety officer/





7. Do performance standards for military and civilian managers and supervisors include accident prevention and occupational health responsibilities as a rating element?

FLW 385-6, Para 1-5 f: The following principles will be effectively integrated into all Army plans, programs, decision processes, operations, and activities:

***f.* Performance standards for military and civilian managers and supervisors will include accident prevention and OH responsibilities as a rating element. The success or shortcomings of managers or supervisory personnel in performing safety and OH responsibilities will be considered in Army civilian employee performance appraisals, officer evaluation reports (OERs), and enlisted evaluation reports (EERs).**

Verification: Randomly check Support Forms, (civilians) NCOER's/OER's, (military), at S1 office.





8. Are safety organizational files on hand?

DA Pam 385-1, Para 1-7 (a) (15) : 1-7. ADSO/NCO functions

a. The functions of the ADSO/NCO include, but are not limited to, the following:

15) Consult the local safety office for help identifying required safety records and files and setting up a system for their maintenance.

Example:

Appointment Orders (All subordinate levels)

List of Building/Training Area/Ranges (Battalion's Responsible Areas)

Past SASOHI Bldg Inspections (1 Year)

Subordinate Safety Training Copies

Last OIP Results

Accident Log or MIR/285's

Safety Council Minutes

Pertinent Regulations

POV Safety Checklists/History





9. CRITICAL: Does the unit provide a safety-oriented briefing for new personnel in the unit?

AR 385-1, Para 2-2 (i) (5):

i. Other topics you may want to discuss with the commander and unit leaders include:

(5) New personnel. Conduct a safety-oriented briefing for new personnel in the unit. Provide specific safety information about the unit safety program. Platoon and section sergeants are responsible for briefing newly assigned personnel on specific job-related safety issues, such as wearing hearing protection, eye protection, protective clothing, and vehicle operations.

Verification: Memorandum, sign-in roster, or other documentation of briefings, signed and dated, indicating that unit personnel received the training.





10 CRITICAL: Are newly assigned personnel informed of the safety rules in Appendix B to FLW 386-6?

DA Pam 385-6, ,App. B, Para 2:

B-2. Commanders/directors will ensure that newly assigned personnel read or receive instructions on the safety rules outlined in this appendix.

Verification: Memorandum or other documentation of briefings, signed and date, indicating that new unit personnel received the briefings.





11. CRITICAL: Does the unit conduct at least one hour of safety training per quarter for its personnel?

DA Pam 385-6, Para 1-5 (c)(3):

c. Supervisors, Military and Civilian.

(3) Conduct at least one hour of safety training per quarter for subordinate personnel.

Verification: Training schedules showing safety topics; documentation of attendance by unit personnel.





12. CRITICAL: Are personnel given safety briefings before holidays, with at least the minimum required subjects covered?

FLW Reg 385-6, Para 4-4:

4-4. Holiday Safety Training. Commanders will ensure that personnel receive pre-holiday safety briefings. Numerous publications are available with useful information for such briefings. Appendix A contains a partial list. Generally the content of the briefings is at the discretion of the commander.

Verification: Memorandum or other documentation of briefings, signed and dated, indicating that new unit personnel received the briefings.





13. Does the unit have a pre-accident plan?

DA Pam 385-1, Para 2-2f:

Develop a unit pre-accident plan. Your unit should have a detailed pre-accident plan listing actions to be taken if an accident occurs. A good plan will include emergency action to be taken in case of an accident, as well as actions to assist an investigation board to complete its task. A guide to preparing a pre-accident plan is at appendix B.

Verification: Written Plan





14. Does the unit participate in the Army Safety Awards Program?

DA Pam 385-6, Chapter 14, Para 14-2 (a) (2):

a. Commanders of units or directors of organizations falling under the responsibility of MSO will -

(2) Recommend eligible personnel and units/ organizations under their command or control for safety awards. Both civilian and military personnel are eligible for awards.

DA Pam 385-1, Para 2-2 (i) (2):

i. Other topics you may want to discuss with the commander and unit leaders include:

(2) Awards. Safety awards that recognize individual and unit safety performance are a great tool for generating enthusiasm for the unit safety program. Develop an awards program based on AR 672-74, request funds to support it, and recommend safety awards that recognize individuals or units for specific acts that support accident prevention. Installation/support safety offices can assist in your program.

Verification: Check for awards documentation at MANSCEN





15. Is Form DD2272 (Department of Defense Safety and Occupational Health Program) posted in all workplaces?

FLW Reg 385-6, Para 1-6 (k) (4):

k. Safety Officers/NCOs (military and civilian).

(4) Maintain the unit/organization's safety bulletin board. Post the DD Form 2272 (Department of Defense (DOD) Occupational Safety and Health Protection Program), on the bulletin board.

Verification: Check for posting on unit bulletin boards.





**DEPARTMENT OF DEFENSE
SAFETY AND OCCUPATIONAL HEALTH PROTECTION PROGRAM**
**The Occupational Safety and Health Act of 1970, Executive Order
12196 and 29 CFR 1960 require the heads of Federal agencies to
establish programs to protect their personnel from job safety and
occupational health hazards.**

1. The Department of Defense (DoD) designated agency safety and occupational health official is the Assistant Secretary of Defense (Force Management and Personnel).
2. The **Department of the Army's** designated safety and occupational health official is **HON. Raymond J Fatz, Dep Asst Sec of Army for Install and Environ (ASA (I&E)), Washington, DC 20360.**
3. The **Fort Leonard Wood** safety and occupational health designee is **Mr. Stephan Fant, MANSCEN Safety Director.**
4. The _____ safety point of contact is _____.
(Your Unit) (Unit Safety Officer's name and phone number)
5. The **Fort Leonard Wood** occupational health point of contact is **COL Mibbs Mabee, 6-0519, Fort Leonard Wood, MO, MEDDAC Preventive Medicine Services.**

Fort Leonard Wood HAS THE RESPONSIBILITY TO:

1. COMPLY with the applicable Occupational Safety and Health Administration (OSHA)/DoD/DoD Component safety and occupational health standards.
2. SET UP PROCEDURES for submitting and responding to employee reports of unsafe and unhealthful working conditions.
3. ACQUIRE, MAINTAIN, AND REQUIRE the use of approved personal protective equipment and safety equipment.
4. INSPECT ALL WORKPLACES with participation by civilian employee representatives to identify potential hazards.
5. ESTABLISH PROCEDURES to assure that no worker is subject to restraint, interference, coercion, discrimination, or reprisal for exercising his/her rights under the DoD safety and occupational health program.
6. POST NOTICES of unsafe or unhealthful working conditions found during inspections.
7. ASSURE PROMPT ABATEMENT of hazardous conditions. Workers exposed to the conditions shall be informed of the abatement plan. Imminent danger corrections must be made immediately.
8. SET UP A MANAGEMENT INFORMATION SYSTEM to keep records of occupational accidents, injuries, illnesses and their causes; and to post annual summaries of injuries and illnesses for a minimum of 30 days at each installation/facility.
9. CONDUCT SAFETY AND OCCUPATIONAL HEALTH TRAINING for management, supervisors, workers and worker representatives.

DOD PERSONNEL HAVE THE RESPONSIBILITY TO:

1. COMPLY with all applicable OSHA/DoD/DoD Component safety and occupational health standards
2. COMPLY with **Fort Leonard Wood** policies and directives relative to the safety and occupational health program.
3. USE personal protective equipment and safety equipment provided by your installation/facility.
4. REPORT hazardous conditions, injuries, illnesses, or other mishaps promptly to your supervisor or to the safety or occupational health point of contact for your installation/facility.

DOD PERSONNEL AND CIVILIAN EMPLOYEE REPRESENTATIVES HAVE THE RIGHT TO:

1. HAVE ACCESS to applicable OSHA/DoD/DoD Component standards, installation/facility injury and illness statistics, and safety and occupational health program procedures.
2. COMMENT on alternate standards proposed by DoD/DoD Component.
3. REPORT AND REQUEST INSPECTIONS OF UNSAFE AND UNHEALTHFUL WORKING CONDITIONS to appropriate officials who include, in order of preference, the immediate supervisor, the safety or occupational health point of contact, the safety and occupational designee for your installation/facility, the installation/ facility commander, the
3. (Continued) safety and occupational health designee for your DoD component, the safety and occupational designee for DoD, and the Secretary of Labor. However, the Secretary of Labor encourages personnel to use DoD procedures for reporting hazardous conditions as the most expeditious means to achieve abatement. The hazard report form provided by your installation/facility should be used for this purpose. Anonymity, when requested, is assured.
4. PARTICIPATE in the installation/facility safety and occupational health program. Civilian workers shall be authorized official time to participate in the activities provided by the DoD safety and occupational health program.

OTHER INFORMATION:

1. When the safety or occupational health point of contact for your installation/facility is notified by a worker of a hazardous worksite condition, he/she will ensure an inspection of the worksite and he/she will report the results of the inspection in writing to the worker making the report.
2. Inspector General channels may be used to investigate complaints from either DoD civilian or military personnel concerning alleged acts of discrimination or reprisal due to participation in safety and occupational health activities. For DoD civilian personnel, allegations of reprisal may also be initiated by them.
2. (Continued) in accordance with applicable appeal procedures, or administrative or negotiated grievance procedures.
3. For further information about the installation/facility safety and occupational health program, procedures, standards, committees, Federal laws, or other related matters, contact the safety or occupational health point of contact for your installation/facility as noted on this poster.
4. How well you carry out your safety and occupational health responsibilities will be an important factor in the progress of the program.



16. CRITICAL: Have personnel been advised of their right and responsibility to report unsafe acts or unhealthful conditions??

AR 385-10, Para 2-3 (b):

b. Reports of unsafe or unhealthful conditions. All Army personnel will be advised of their right and responsibility to report unsafe or unhealthful conditions. Reports to their supervisors will normally expedite corrective actions. Such reports may be submitted directly to unit safety personnel, installation safety offices, or other appropriate points of contact such as inspectors general. To provide an additional channel for such reports when employees find routine channels ineffective, commanders will conform to Army Employee Hazard Reporting System procedures outlined in chapter 4.

Verification: Interview personnel at random.





17. CRITICAL: Does the unit have a tornado safety plan?

FLW Pam 385-1, Para 6 (a):

6. Tornado Safety Rules.

a. Commanders, directors, supervisors, and individuals should prepare for protection before they, or those for whom they are responsible, are exposed to the dangers of a tornado. Knowing what to do when a tornado is observed, or a warning is received, may mean the difference between life and death.

Verification: Written plan or section in safety SOP.





18. CRITICAL: Does the unit have an SOP, risk management worksheet, and explosives license for arms rooms?

AR 385-64, Para 1-5 (b) (1):

b. The goal of explosives safety is to protect personnel and property,

and to improve combat readiness—

(1) By developing, testing, manufacturing, transporting, maintaining,

storing, using, handling, disposing of, and demilitarizing explosives

in such a manner as to control their inherent hazards.

Verification: Copies of documents.

NOTE: Documents must be current.





19. CRITICAL: Where applicable, does the unit have a program for ensuring that personnel who use pyrotechnics or explosive hand-fired simulators are properly trained and knowledgeable?

FLW Reg 210-14, Para 4-7 (m) (1):

m. Pyrotechnics

(1) Care and handling of pyrotechnics, particularly simulators, should be of major concern, because when misused or abandoned, they become extremely dangerous. Pyrotechnics will be authorized by the unit commander and approved only by Range Control for use while training on the range complex. Commanders, OICs, and RSOs will ensure that persons using pyrotechnics or explosive hand-fired simulators are thoroughly trained in the safe control, preparation, and use of these items. See TM 9-1370-207-10 and TM 9-1370-208-10.

Verification: SOP or policy; records of training conducted.





20. CRITICAL: Does the unit ensure that all operators of the following items are properly trained and licensed?

- Tent stoves/heaters (FLW 385-6, Para 6-3 (a) (3)):

a. Tent Stoves (M1941, Pot Belly/M1950, and Yukon).

(3) Stove/heater operators must be properly trained and licensed.

Verification: SOP or policy; records of training conducted.





RISK MANAGEMENT, JOB HAZARD ANALYSIS, AND ERGONOMICS

(Applies to all units)

1. CRITICAL: Has the unit conducted risk management for all operations not of an administrative/office

FLW 385-5 (g) (1):

g. Commanders and directors will -

(1) Ensure integration of risk management into plans and execution of all operations.

Verification: Completed risk management worksheets; compare to training schedule.





2. Have risk management worksheets been approved at the appropriate level?

FLW 385-5 (g) (1):

10. Risk Acceptance.

- a. Unit staff assists the Commander through the presentation of possible control measures to reduce or eliminate risks.**
- b. Once the residual risks have been determined through the application of control measures; the risk decision must be presented at the proper level of command for the final risk decision on mission execution. Mission should be conducted IAW the approved FLW Form 661.**

(1) Extremely High-risk - Installation Commanding General.

(2) High-risk - Commanders and directors in the grade of O-6 and GS15.

(3) Moderate Risk - Battalion Commanders and Directors in the grade of O-5, GS-13 and GS-14, and the Commandant of the MANSCEN NCO Academy.

(4) Low Risk - Any commissioned officer, GS-11 and GS-12, and





c. Risk management. Risk management must be applied to all vehicle operations, whether on or off duty. Leaders should identify "at risk" soldiers and take proactive measures to modify their risky behavior. (The USASC Web site (<http://safety.army.mil>) provides a comprehensive set of tools and controls for POV operations.)

d. Standards. High, unmistakable standards must be set and enforced.

e. Alternatives. Leaders must provide soldiers with alternatives to driving POV's. Schedule activities on post whenever possible and promote use of alternative means of transportation.

f. Commander's assessment. Commanders, with the soldier's chain of command, must conduct an investigation after every POV accident involving a fatality or serious injury.

Verification: Written unit policy; commanders policy





3. Are risk management worksheets on hand at the training/operations site?

FLW Reg 385-5, Para 6 (g) (7):

g. Commanders and directors will -

(7) Ensure that risk management is reviewed prior to the start of training or operations to ensure conditions have not changed. The daily risk management checklist as outlined in paragraph 8b of this regulation is used for this purpose.

Verification: Visually observe at sites.





4. Is risk management reviewed prior to the start of training or operations to ensure conditions have not changed?

FLW Reg 385-5, Para 6 (g) (7):

g. Commanders and directors will -

(7) Ensure that risk management is reviewed prior to the start of training or operations to ensure conditions have not changed. The daily risk management checklist as outlined in paragraph 8b of this regulation is used for this purpose.

Verification: Observe on site, prior to training.





5. Does the unit conduct risk management training for its personnel?

FLW Reg 385-5, Para 6 (i) (2):

i. Unit Additional Duty Safety Officer/NCO and Civilian Employee Collateral Duty Safety Representative -

(2) Conduct training in the practice of risk management.

Verification: Observe on site, prior to training.





6. CRITICAL: Have all jobs been analyzed for hazards, using either risk assessment, job hazard analyses, ergonomics assessments, or a combination of these, with the analyses properly documented?

FLW Reg 385-5, Para 12-3 (a):

a. All jobs require some analysis of hazards involved along with some form of documentation concerning the hazard potential. Based on the job's hazard potential, documentation will be prepared using the following guidelines:

- (1) For hazardous operations or training which does not involve repetitive actions, or involve more than one person, or is too broad in scope for JHA, conduct a risk assessment IAW FLW Reg 385-5.
- (2) For jobs involving repetitive tasks and the possibility of injury exists conduct a JHA according to this regulation.
- (3) For office and clerical jobs, complete ergonomics forms (MED Form 206 (Health Hazard Information Module Field Survey Form (complete backside of form)) and MED Form 734 (Preventive Medicine Ergonomics Checklist).

Verification: Completed risk assessment, JHA's or Ergonomics





7. Have supervisors determined the need for personal protective clothing and equipment for each worker?

FLW Reg 385-6, Para 7-1 (c):

7-1. Authority for Purchase and Issue.

c. Supervisors will conduct a job safety analysis to determine the need for PCE. The MSO will assist supervisors.

Verification: Verification: Completed risk assessment, JHA's or Ergonomics Assessments for all applicable jobs at unit level.





8. Are job hazard analyses reviewed at least annually, with the reviews properly documented? Have supervisors determined the need for personal protective clothing and equipment for each worker?

FLW Reg 385-6, Para 12-4 (a):

12-4. Responsibilities. Commander/directors will -

a. Ensure a JHA is conducted for each position (military, civilian, and non-appropriated fund; contractors are excluded) by selecting one individual within the activity who performs each specific job, analyzing the job processes, determining job hazards, and developing recommended safe procedures. Concentrate on jobs with greatest potential hazard first.

Verification: JHA's showing signature of reviewer and date of review, for all applicable jobs at unit level.





9. Does the organization have a Unit or Directorate Ergonomics Program Coordinator?

FLW Reg 385-6, Para 15-4 (d) (1):

d. Commanders and Directors will -

(1) Appoint a unit or directorate ergonomic program coordinator.

Verification: Appointment orders.





10. Has the Unit or Directorate Ergonomics Program Coordinator been properly trained?

FLW Reg 385-6, Para 15-4 (d) (2):

d. Commanders and Directors will -

2) Ensure that the unit or directorate ergonomic coordinator is properly trained.

Verification: Certificate of completion of training.





11. Have Ergonomics Assessments been conducted for all work sites?

FLW Reg 385-6, Para 15-4 (d) (3):

d. Commanders and Directors will -

(3) Ensure an ergonomics assessment is conducted for all work sites.

Verification: Completed Ergonomics Assessments for personnel at unit level.





12. Are steps taken to correct hazards identified during Ergonomics Assessments?

FLW Reg 385-6, Para 15-4 (d) (4):

d. Commanders and Directors will -

(4) Take steps to correct hazards identified during the ergonomics assessment.

Verification: Notes on Ergonomics Assessments showing corrective actions taken or proposed; purchase requests.





Accident Investigation and Reporting

(Applies to all units)

Are all recordable accidents reported correctly and on time?

FLW Reg 385-6, Para 2-1 and 2-2:

2-1. Accident Reporting.

2-2. Processing of DA Form 285.

- a. Submit a DA Form 285 to MSO within ten working days of an accident on each person injured or involved.**
- b. Tenant commands will forward an information copy of their DA Form 285 to MSO within ten working days of an accident.**
- c. MSO will forward DA Form 285 IAW AR 385-40**

Verification: Compare accident reports received to feeder documents showing that accidents have occurred.





Inspections

(Applies to all units)

1. CRITICAL: Have unit safety officer/NCO's conducted required inspections of unit facilities?

FLW Reg 385-6, Para 3-2 (b):

b. Local Safety Inspections. Unit Safety Officers/NCOs will conduct safety inspections of their unit using FLW Form 933 (Safety Program Checklist). They will also document the dates of the inspection on FLW Form 944-R (Unit Safety Inspection Record). Units must maintain the results of these inspection on file for one year. Inspection frequency is determined by unit size/type as follows:

- (1) Brigade/Directorate - Quarterly.**
- (2) Battalion/Division (of a directorate) - Every two months.**
- (3) Company/Branch - Monthly.**
- (4) Army Reserve Tenant Units - Monthly.**

Verification: Completed FLW Form 944 or other documentation of inspections of unit workplaces.





2. Have these inspections been properly documented?

FLW Reg 385-6, Para 3-2 (b):

b. Local Safety Inspections. Unit Safety Officers/NCOs will conduct safety inspections of their unit using FLW Form 933 (Safety Program Checklist). They will also document the dates of the inspection on FLW Form 944-R (Unit Safety Inspection Record). Units must maintain the results of these inspection on file for one year. Inspection frequency is determined by unit size/type as follows:

- (1) Brigade/Directorate - Quarterly.**
- (2) Battalion/Division (of a directorate) - Every two months.**
- (3) Company/Branch - Monthly.**
- (4) Army Reserve Tenant Units - Monthly.**

Verification: Completed FLW Form 944 or other documentation of inspections of unit workplaces.





3. Are actions taken to follow-up on deficiencies identified during inspections, to ensure that the deficiencies have been corrected?

FLW Reg 385-1, Para 4-3 (c):

c. To have a successful survey program, the ADSO/NCO must -

(8) Follow up. Follow up on corrective actions and report to the commander on a regular basis until the actions are completed. If serious hazards cannot be corrected within 30 days, report the deficiency to the installation safety office to be recorded on DA Form 4756 (Installation Hazard Abatement Plan).

Verification: Copies of work orders and list of service orders.





VEHICLE OPERATIONS

(Applies to all units)

1. Has the unit implemented the POV accident prevention program?

FLW Reg 385-1, Para 7-2: The Chief of Staff, Army, has directed the commander of every unit to implement the Six Point POV Program. (See appendix D.) This program is the minimum standard in your commander's effort to reduce POV accidents and must include the following elements:

a. Command emphasis. Positive leadership at all levels is imperative. Leader involvement in the POV safety program must be unrelenting.

b. Discipline. Leaders set the command climate through their actions and must continually set the example.

c. Risk management. Risk management must be applied to all vehicle operations, whether on or off duty. Leaders should identify "at risk" soldiers and take proactive measures to modify their risky behavior. (The USASC Web site (<http://safety.army.mil>) provides a comprehensive set of tools and controls for POV operations.)

d. Standards. High, unmistakable standards must be set and enforced.

e. Alternatives. Leaders must provide soldiers with alternatives to driving POVs. Schedule activities on post whenever possible and promote use of alternative means of transportation.

f. Commander's assessment. Commanders, with the soldier's chain of





2. Are POV inspections conducted in addition to the inspection required by the state for licensing? FLW Reg 385-1, Para 7-2: The Chief of Staff, Army, has directed the commander of every unit to implement the Six Point POV Program. (See appendix D.) This program is the minimum standard in your commander's effort to reduce POV accidents and must include the following elements:

- a. Command emphasis. Positive leadership at all levels is imperative. Leader involvement in the POV safety program must be unrelenting.**
- b. Discipline. Leaders set the command climate through their actions and must continually set the example.**
- c. Risk management. Risk management must be applied to all vehicle operations, whether on or off duty. Leaders should identify "at risk" soldiers and take proactive measures to modify their risky behavior. (The USASC Web site (<http://safety.army.mil>) provides a comprehensive set of tools and controls for POV operations.)**
- d. Standards. High, unmistakable standards must be set and enforced.**
- e. Alternatives. Leaders must provide soldiers with alternatives to driving POVs. Schedule activities on post whenever possible and promote use of alternative means of transportation.**
- f. Commander's assessment. Commanders, with the soldier's chain of command, must conduct an investigation after every POV accident involving**





3. Does the unit interview and select driver candidates for operation of Army motor vehicles?

AR 600-55, Para 1-4 (h):

h. Company commanders will -

(1) Develop and publish guidance for interviewing and selecting driver candidates. Suggested interview questions are in appendix B

Verification: Examination of the DA Form 348.





4. Is there a program for sustainment training for drivers of Army motor vehicles, to include annotation of training on DA Form 348?

AR 600-55, Para 4-4 (a):

4-4. Sustainment training

a. Sustainment training is periodic driver training conducted to maintain a high level of driver skill proficiency and to prevent drivers from acquiring poor driving habits. Commanders will develop and implement a sustainment training program to be conducted at least annually (every 2 years for USAR and ARNG) for any driver with a valid OF 346.

Verification: Examination of the DA Form 348.





5. Does the unit have a plan for ensuring that drivers receive winter driver's training?

AR 385-1, Para 12 (b):

b. Commanders should ensure that all personnel who will drive a motor vehicle in inclement weather have received winters driver training not later than 15 October of each year. Personnel arriving after this date should be trained as soon as possible after arrival but before they drive a motor vehicle. The Maneuver Support Center Safety Office will provide a standard one-hour lesson plan and play winter driver safety tapes on the installation television channels each year starting 1 August.

Verification: Examination of the DA Form 348 or class attendance roster.





6. Does the unit counsel military personnel and civilian employees who are at-fault traffic accidents or who have committed major traffic offences?

AR 385-55, Para 3-2 (c):

c. Counseling of traffic law offenders. Commanders will establish procedures to identify Army personnel (military, DA civilian, and local national employees) who have been determined by competent legal authority to be at fault in on-duty traffic accidents or who have committed major traffic offenses. Professional or supervisory counseling will be provided for these personnel. Use of drug and alcohol abuse counselors or mental health counselors will be stressed.

Verification: Interviews of personnel involved in accidents identified through MSO records.





7. Is remedial drivers training conducted?

AR 600-55, Para 4-5 (c):

4-5. Remedial training

Commanders will establish a remedial training program for drivers or operators who have had driver at-fault accidents or traffic violations, misused equipment, or otherwise demonstrated a need for additional training on military vehicles or equipment. This training will be directed towards identifying and correcting individual weaknesses and not as a form of punishment. Remedial training will be documented on DA Form 348, section III (see fig 4-2).

Verification: SOP or other written program.





8. Is remedial drivers training documented on DA Form 348?

AR 600-55, Para 4-5:

4-5. Remedial training

Commanders will establish a remedial training program for drivers or operators who have had driver at-fault accidents or traffic violations, misused equipment, or otherwise demonstrated a need for additional training on military vehicles or equipment. This training will be directed towards identifying and correcting individual weaknesses and not as a form of punishment. Remedial training will be documented on DA Form 348, section III (see fig 4-2).

Verification: Examination of DA Form 348 of personnel who require remedial training.





9. Have motorcycle riders been identified and have they attended an approved motorcycle safety course?

AR 385-6, Para 5-3:

a. Commanders will ensure that all military personnel in their command who operate motorcycles on FLW are doing so IAW FLW Reg 190-5 (FLW Vehicle Code).

b. All motorcycle operators must have a Motorcycle Safety Foundation Safety Course Card in their possession when operating a motorcycle on FLW. This card is issued upon the completion of the motorcycle safety course. A green motorcycle sticker will be affixed to the left front fork of the motorcycle. A moped is considered a motorcycle in this regulation.

Verification: List of riders and possession of MSF completion card.





PERSONAL PROTECTIVE EQUIPMENT and OCCUPATIONAL HEALTH

(Applies to all units)

1. CRITICAL: Have unit workplaces been assessed to determine if hazards are present, or likely to be present, which necessitate the use of personal protective equipment, with the assessments properly certified in writing, Is the unit completing required OIP inspections of lower levels?

29CFR 1910.132(d) Hazard assessment and equipment selection.

An example of a Workplace Hazard Assessment can be found in FLW Reg 385-6, Appendix D and P.

Verification: Written workplace hazard assessment, documented on FLW Form XX (Certification of Workplace Hazard Assessment for Personal Protective Equipment (PPF))





2. Is protective equipment for personnel provided, and maintained, and used IAW OSHA 1910?

AR 385-10, Para 2-2(j):

j. Establish procedures to ensure required PCE for personnel are provided, used, and maintained in accordance with part 1910, title 29, Code of Federal Regulations (29 CFR 1910).

Verification: Hand receipt for individual Clothing Records, observe use of PPE at the workplaces.





3. Does the unit provide training, covering all require areas, to emplotees who are required to use personal protective equipment?

29 CFR 1910.132 (f):

1910.132(f) Training.

1910.132(f)(1) The employer shall provide training to each employee who is required by this section to use PPE. Each such employee shall be trained to know at least the following:

1910.132(f)(1)(i) When PPE is necessary;

1910.132(f)(1)(ii) What PPE is necessary;

1910.132(f)(1)(iii) How to properly don, doff, adjust, and wear PPE;

1910.132(f)(1)(iv) The limitations of the PPE; and,





4. Is this training properly certified?

29 CFR 1910.132 (f):

1910.132(f) Training.

1910.132(f)(1) The employer shall provide training to each employee who is required by this section to use PPE. Each such employee shall be trained to know at least the following:

1910.132(f)(1)(i) When PPE is necessary;

1910.132(f)(1)(ii) What PPE is necessary;

1910.132(f)(1)(iii) How to properly don, doff, adjust, and wear PPE;

1910.132(f)(1)(iv) The limitations of the PPE; and,

Verification: Written certifications of training.





5. Does the unit implement the detailed program for prevention of hot weather injuries?

FLW Reg 210-14, Para 3-19 (a):

3-19. PREVENTION OF HEAT AND COLD INJURIES.

a. Prevention of heat and cold injuries requires continual emphasis and supervision at all levels. Commanders will develop and implemented detailed programs for the prevention, and treatment of heat and cold injuries.

FLW Reg 350-6, Para 7-2:

7-2. Prevention of Heat and Cold Weather Injuries.

a. Prevention of heat and cold weather injuries requires continuous emphasis and supervision at all levels. Commandants will develop and implement detailed





6. Does the unit implement the detailed program for prevention of cold weather injuries?

FLW Reg 210-14, Para 3-19 (a):

3-19. PREVENTION OF HEAT AND COLD INJURIES.

a. Prevention of heat and cold injuries requires continual emphasis and supervision at all levels. Commanders will develop and implemented detailed programs for the prevention, and treatment of heat and cold injuries.

FLW Reg 350-6, Para 7-2:

7-2. Prevention of Heat and Cold Weather Injuries.

a. Prevention of heat and cold weather injuries requires continuous emphasis and supervision at all levels. Commandants will develop and implement detailed





7. Has the unit coordinated with MEDDAC and/or MSO for evaluation of Work areas, operations, and occupations, to determine the need for eye protection?

FLW Reg 385-6, Para 17-2 (d) (1):

d. Unit and organization additional duty safety officers/NCOs and supervisors will -

(1) Coordinate with the IH from GLWACH or the MSO for identification of areas, operations, and occupations where eye protection is required and for assistance and advice in the selection of proper eye protection devices to protect employee vision.

Verification: SOP or policy letter.





**8. Has the unit implemented the vision conservation program,
if eye
Hazards have been identified at the unit's workplaces?**

FLW Reg 385-6, Para 17-2 (a):

**a. Each organization having service members or civilian
employees
with occupational exposure must establish a written exposure
control
plan designed to eliminate or minimize employee exposure.**

Verification: Written Plan





9. Does the unit inspect its vision conservation program?

FLW Reg 385-6, Para 17-2 (a) (4) and Para 17-2 (d) (3):

17-2. Responsibilities.

a. Commanders and directors will -

(4) Cause regular inspections to determine the continued effectiveness of the program.

d. Unit and organization additional duty safety officers/NCOs and supervisors will -

(3) Conduct random inspections and surveys to determine the continued effectiveness of the vision protection program.

The vision protection provided shall be a point of interest in the unit's OIP.





10. Has the unit coordinated with MEDDAC and/or MSO for evaluation of work areas, operations, and occupations, to determine the need for hearing protection?

FLW Reg 385-6, Para 18-2 (d) (2):

d. Unit and organization additional duty safety officers/ NCOs and supervisors will -

(2) Assist their units in coordination with the IH from GLWACH or the MSO for identification and evaluation of areas of operations and occupations where hearing protection is or may be required, and selection of proper hearing protection devices to protect employees.

Verification: Check at MSO and with MEDDAC, or written documentation of coordination.





11. Has the unit implemented a hearing conservation program, if the requirement has been identified?

FLW Reg 385-6, Para 18-2 (a) (1):

18-2. Responsibilities.

a. Commanders will -

- (1) Establish a hearing conservation program, if the requirement has been identified during a safety and health inspection.**

Verification: SOP or policy letter.





12. Does the unit have a hearing conservation manager appointed, (if the unit has any noise-hazardous areas)?

AR 40-5, Para 5.16 (b) (9) (e):

b. Program functions.

(9) Unit commander or supervisors of noise-hazardous areas will-

(e) Endorse a command emphasis letter explaining the importance of hearing conservation.

Verification: Letter.

Verification: Reports of Inspections.





13. Has the unit provided safety shoes/boots to personnel whose duties expose them to foot hazards?

AR 40-5, Para 5.16 (b) (9) (e):

b. Program functions.

(9) Unit commander or supervisors of noise-hazardous areas will-

(e) Endorse a command emphasis letter explaining the importance of hearing conservation.

Verification: Letter.





14. Does the unit inspect its hearing conservation program?

FLW Reg. 385-6, Para 18-2 (a) (3) and 18-2 (d) (3):

18-2. Responsibilities.

a. Commanders will -

(3) Cause regular inspections to determine program effectiveness.

d. Unit and organization additional duty safety officers/ NCOs and supervisors will -

(3) Conduct regular inspections and surveys to determine the effectiveness of the hearing conservation program. This program shall be a point of interest during the annual OIP.

Verification: Reports of inspections.





15. Has the unit provided safety shoes/boots to personnel whose duties expose them to foot hazards?

FLW Reg. 385-6, Para 19-2 (a) (6):

19-2. Responsibilities.

a. Commanders and Directors will -

(6) Ensure personnel under their command are provided both environmental and PPE necessary for foot safety.

Verification: Review JHA and check to see that personnel have safety shoes/boots when need is identified in JHA.





16. Does the unit inspect its foot protection program?

FLW Reg. 385-6, Para 19-2 (a) (4) and 19-2 (d) (3):

19-2. Responsibilities.

a. Commanders and Directors will -

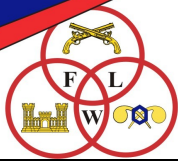
(4) Cause regular inspections to determine the continued effectiveness of the program.

d. Unit and organization additional duty safety officers/NCOs and supervisors will -

(3) Coordinate with the unit commander or organization director to ensure a foot protection program is in conformance with applicable regulations and directives.

Verification: Review JHA and check to see that personnel have safety shoes/boots when need is identified in JHA.





HAZARD COMMUNICATION

Applies only to units which have hazardous materials that workers are exposed to or could be exposed to in a foreseeable emergency.





1. Does the unit have a HAZCOM representative, appointed in writing?

FLW Reg 385-3 f (4): Ensure that Hazardous Communication representative is appointed in writing at the major command/directorate level.

Verification: Appointment Orders





2. Has the HAZCOM representative successfully completed required training?

29 CFR 1960.59 (a):

Each agency shall provide appropriate safety and health training for employees including specialized job safety and health training appropriate to the work performed by the employee, for example: Clerical; printing; welding; crane operation; chemical analysis, and computer operations. Such training also shall inform employees of the agency occupational safety and health program, with emphasis on their rights and responsibilities.

Verification: Certificate of completion of class.





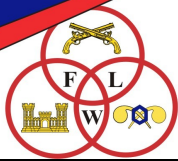
3. Does the unit provide HAZCOM training for all unit personnel who are actually or potentially exposed to hazardous materials/chemicals, and does the training cover all required areas?

FLW Reg 385-3, Para 3 (f) (3) and 29 CFR 1910-1200 (h):

Each agency shall provide appropriate safety and health training for employees including specialized job safety and health training appropriate to the work performed by the employee, for example: Clerical; printing; welding; crane operation; chemical analysis, and computer operations. Such training also shall inform employees of the agency occupational safety and health program, with emphasis on their rights and responsibilities.

Verification: Certificate of completion of class.

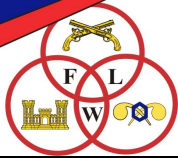




BLOODBORNE PATHOGENS

#1 applies to all units Other items applies only to units with personnel who may have occupational exposure to blood or other potentially infectious materials.





1. Has the unit conducted an assessment to determine whether any its personnel may be exposed to human body fluids that may contain bloodborne pathogens, during the course of their job?

FLW Reg 385-6, Para 16-2 and 16-8 (a) (1):

16-2. General. Each organization on FLW must determine if any personnel of that organization during the normal course of their job may be exposed to human body fluids that may contain bloodborne pathogens or diseases that are carried by body fluid.

These personnel who may become exposed are at risk for contracting the disease in the fluid.

16-8. Responsibilities.

a. Commanders and Directors will -





2. Is the Exposure Control Plan reviewed and updated at least annually?

FLW Reg 385-6, Para 16-2 (d): The exposure control plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

Verification: Signature of reviewer and date of review.





3. Does the unit have a second list of all jobs in which some employees have occupational exposure and a list of tasks and procedures in which exposure occurs?

FLW Reg 385-6, Para 16-3 (b) and (c):

16-3. Exposure Determination.

b. A second list will be developed of jobs in which some employees have occupational exposure.

c. A list of all tasks and procedures or groups of closely related task and procedures in which occupational exposure occurs and that are performed by employees in job classifications.

Verification: Written list.





4. Are personnel who are assigned to tasks where occupational exposure to bloodborne pathogens may take place properly trained upon initial assignment to the tasks and at annually thereafter?

FLW Reg 385-6, Para 16-5:

16-5. Training.

a. Must be conducted at the time of initial assignment to tasks where occupational exposure to bloodborne pathogens may take place and at least annually thereafter.

Verification: Records of training attendance by personnel; lesson plan or synopsis of training conducted.





5. Is bloodborne pathogens training properly documented?

FLW Reg 385-6, Para 16-8 (a) (8):

16-8. Responsibilities.

a. Commanders and Directors will -

(8) Maintain training records to document completion of training.

Verification: Records of training attendance by personnel; lesson plan or synopsis of training conducted.





RESPIRATORY PROTECTION

Applies only to units with respiratory hazards).

1. Have unit workplaces been evaluated, where applicable, by MEDDAC, to determine whether respiratory protective equipment is necessary to protect workers?

29 CFR 1910.134 (d):

***Selection of respirators.* This paragraph requires the employer to evaluate respiratory hazards in the workplace, identify relevant workplace and user factors, and base respirator selection on these factors. The paragraph also specifies appropriately protective respirators for use in IDLH atmospheres, and limits the selection and use of air-purifying respirators.**

Verification: Written evaluation reports from MEDDAC





2. Does the unit have a person appointed to coordinate the unit respiratory protection program.

1910.134(c)(3):

The employer shall designate a program administrator who is qualified by appropriate training or experience that is commensurate with the complexity of the program to administer or oversee the respiratory protection program and conduct the required evaluations of program effectiveness.

Verification: Appointment Orders





3. Does the unit ensure that respiratory protection equipment is available and used by personnel working in hazardous atmospheres?

1910.134(d)(1): General requirements.

1910.134 (d) (1) (i): The employer shall select and provide an appropriate respirator based on the respiratory hazards to which the worker is exposed and workplace and user factors that affect respirator performance and reliability.

Verification: Visual observation.





4. Is all respiratory protection equipment used by personnel approved by MEDDAC?

AR 11-34, Para 3-4 9 (a) and 3-6 (f): General requirements.

3-4. Selection of respiratory protective devices

a. All RPE and replacement parts will be approved except as stated in paragraph 3-6 f.

f. Replacement or repair of respirators will be done only by the installation respirator specialist using parts designed for the respirators.

No attempt will be made to replace components or to make adjustments or repairs beyond the manufacturer's recommendations.

Reduction or admission valves or regulators will be returned to the manufacturer or a trained and certified technician for adjustment or repair per TB MED 502/DLAM 1000.2.





5. CRITICAL: Are all persons assigned tasks requiring the use of respirators medically cleared by MEDDAC, before the are fit tested or required to use the respirator in the workplace?

29 CFR 1910.134 (e) (1):

General. The employer shall provide a medical evaluation to determine the employee's ability to use a respirator, before the employee is fit tested or required to use the respirator in the workplace. The employer may discontinue an employee's medical evaluations when the employee is no longer required to use a respirator.

Verification: Records of medical clearances.





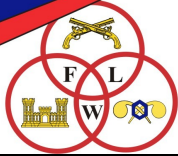
6. CRITICAL: Are all users of respirators properly fit tested, prior to allowing them to use the respirator and at least annually thereafter?

29 CFR 1910.134 (f) (2):

The employer shall ensure that an employee using a tight-fitting facepiece respirator is fit tested prior to initial use of the respirator, whenever a different respirator face piece (size, style, model or make) is used, and at least annually thereafter.

Verification: Written fit-test reports.





7. Has fit testing of respirator users been properly documented and have proper records been maintained?

29 CFR 1910.134 (m) (2): The employer shall establish a record of the qualitative and quantitative fit tests administered to an employee including:

1910.134(m)(2)(i)(A) The name or identification of the employee tested; 1910.134(m)(2)(i)(B) Type of fit test performed; 1910.134(m)(2)(i)(C) Specific make, model, style, and size of respirator tested; 1910.134(m)(2)(i)(D) Date of test; and 1910.134(m)(2)(i)(E) The pass/fail results for QLFTs or the fit factor and strip chart recording or other recording of the test results for QNFTs. 1910.134(m)(2)(ii) Fit test records shall be retained for respirator users until the next fit test is administered.

1910.134(m)(3) A written copy of the current respirator program shall be retained by the employer.

Verification: Written fit-test reports.





8. Are all users of respirators properly trained, prior to allowing them to use the respirator and at least annually thereafter, with the training covering all required topics?

29 CFR 1910.134 (k) (3) and (5):

1910.134(k)(3) The employer shall provide the training prior to requiring the employee to use a respirator in the workplace.

1910.134(k)(5) Retraining shall be administered annually, and when the following situations occur:

1910.134(k)(5)(i) Changes in the workplace or the type of respirator render previous training obsolete;

1910.134(k)(5)(ii) Inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the requisite understanding or skill; or

1910.134(k)(5)(iii) Any other situation arises in which retraining appears necessary to ensure safe respirator use.

Verification: Records of training attendance by personnel; lesson plan or synopsis of training conducted.





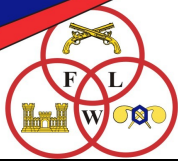
9. Has training for respirator users been properly documented?

FLW Reg 385-6 (b) (12):

(12) Ensure employees complete training requirements. The training requirements will include a proper fit test conducted by the MSO. The completion of training will be documented at the work site by the employee's immediate supervisor. The work site will maintain current records of employees who require the RPP.

Verification: Records of training attendance by personnel.





LOCKOUT/TAGOUT

(For applicability, see 29 CFR 1910.147 (a).)

This standard covers the servicing and maintenance of machines and equipment in which the unexpected energization or start up of the machines or equipment, or release of stored energy could cause injury to employees. This standard establishes minimum performance requirements for the control of such hazardous energy.





1. Does the unit train personnel requiring to use lockout/tagout procedures prior to them having to use the procedures?

FLW 385-6, Para 11-3 (d) (1):

d. Supervisors will -

(1) Ensure all employees required to work on hazardous energy source equipment have been trained in all aspects of lockout/tagout procedures.

Verification: Records of training attendance by personnel; lesson plan or synopsis of training conducted.





2. Has the training been certified properly?

29 CFR 1910.147 (c) (7) (iv): The employer shall certify that employee training has been accomplished and is being kept up to date. The certification shall contain each employee's name and dates of training.

Verification: Records of training attendance by personnel.





3. Do supervisors inspect the lockout/tagout?

29 CFR 1910.147(c)(6): Periodic inspection.

1910.147(c)(6)(i): The employer shall conduct a periodic inspection of the energy control procedure at least annually to ensure that the procedure and the requirements of this standard are being followed.

1910.147(c)(6)(i)(A) The periodic inspection shall be performed by an authorized employee other than the one(s) utilizing the energy control procedure being inspected.

1910.147(c)(6)(i)(B) The periodic inspection shall be conducted to correct any deviations or inadequacies identified.

1910.147(c)(6)(i)(C) Where lockout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized employee, of that employee's responsibilities under the





Questions?

